BYLAWS OF THE
TEXAS SOCIETY FOR ADVANCEMENT OF HEALTH PROFESSIONS
(TSAHP)

ARTICLE I – NAME AND PURPOSE

1.1 Name.

The name of this nonprofit organization shall be the Texas Society for Advancement of Health Professions, hereinafter to be referred to as, TSAHP.

1.2 Description.

TSAHP is a nonprofit organization consisting of members who elect officers and who volunteer their time and services to fulfill its purposes. No part of the net earnings of this organization are to be used for the personal benefit of any individual member. The organization will not participate in partisan politics.

1.3 Purpose

The nature of the business and activities to be conducted or promoted through TSAHP shall be scientific and educational, directed towards achievement of the following purposes:

1.31 Serve as the unified voice for all health professions in Texas and represent the mutual interests of all Texas health professions educators, practitioners, and students in legislative, professional, health planning, and consumer affairs, both in-state and nationally.

1.32 Establish a line of communication for health professions across Texas.

1.33 Promote multidisciplinary liaison and cooperation among health professions, effectively utilize educational program resources across professions, and sponsor interdisciplinary programs.

1.34 Disseminate position statements relative to the central issues in health professions.

1.35 Serve as a forum/platform for discussion of issues, trends, and developments of significance and concern to health professions.

1.36 Provide an opportunity for educational institutions, professional organizations, practitioners, students, and others concerned with health professions to exchange ideas on matters of mutual concern.

1.37 Promote public awareness of the value of the health professions and the education of health professionals to the health and wellbeing of persons in Texas and around the world.

1.38 Serve as a clearinghouse for exchange of information relating to health professions.

ARTCLE II – MEMBERSHIP

2.1 Types of membership

2.11 Institutional Members. An Institutional Member shall be an academic institution, a clinical facility (a health care delivery agency), a professional association, corporate body, or any organization with an interest in health professions. One individual (Institutional Member Representative) shall be designated to represent each Institutional Member for purposes of conducting business. Names of the Institutional Member Representative and other Institutional Members must be submitted to TSAHP at the time membership is conferred and at each annual renewal. The Institutional Member Representative has the privileges of membership listed in Article 2.2; however, the Institutional Member itself is not responsible, nor liable, for the business, financial, or corporate activities of TSAHP.

2.12 Individual Members. An Individual Member shall be any person with an interest in health professions, such as administrator, supervisor, instructor/teacher, or student of any health professions preparatory program or component segment of instruction at the secondary, post-secondary, diploma, certificate, associate, baccalaureate, or post-baccalaureate level; an administrator or practitioner on the staff of a health care delivery agency; a private practitioner, a member of a voluntary health care agency, or a related agency, responsible for health

professions/health care delivery planning, production of related instructional and/or resource materials, equipment, supplies, or similar items, or planning and/or preparation and/or administration of credential standards; or a health consumer.

2.13 Individual Student Members. An Individual Student Member shall be a student who is enrolled in an educational program at the secondary or post-secondary level.

2.14 Sustaining Members. Sustaining Member shall be an individual, institution, society, agency, corporation, or group, demonstrating support to health professions education or services, whose contributions to TSAHP may include funds, goods, or services, deemed substantial at the discretion of the Executive Board, for at least three consecutive years including the year(s) of membership.

2.15 Honorary Members. Honorary Membership shall be limited to persons who are not otherwise members of TSAHP, but who have made significant contributions to the organization and its objectives. Honorary membership shall be awarded for a fixed period of time at the discretion of the Executive Board.

2.16 Emeritus Members. Emeritus Membership shall be limited to Individual Members who are retired from academic and/or professional service, have been active in the affairs of TSAHP, and/or have demonstrated unusual capacity in resolving problems and in contributing to the progress of health professions. Lifetime Emeritus Membership shall be awarded at the discretion of the Executive Board.

2.2 Privileges of Membership.

2.21 Committee Membership. Institutional Member Representatives, Individual Members, and Individual Student Members in good standing (i.e., current year dues are paid) shall be eligible to serve on committees of TSAHP.

2.22 Voting Rights. Institutional Member Representatives and Individual Members in good standing (i.e., current year dues are paid) shall be eligible to vote on matters of official TSAHP business. Institutional Member Representatives who are also Individual Members shall have the right to cast one vote in each capacity.

2.23 Election to Office. Institutional Member Representatives and Individual Members in good standing (i.e., current year dues are paid) shall be eligible to hold elective office in TSAHP.

2.3 Annual Dues.

2.31 The amount of annual dues shall be recommended by the Executive Board and established by a majority of the Institutional Member Representatives and Individual Members present and voting at any Annual Business Meeting of TSAHP. Dues shall cover one calendar year.

2.32 Institutional, Individual, Individual Student, and Sustaining Members shall be assessed annual dues. Institutional membership will be offered in tiered levels with proportional numbers of representatives from the institution; names of the Institutional Member Representative and other Institutional Members must be submitted to TSAHP annually when membership dues are paid.

2.4 Membership Fiscal Year.

The official year for membership, fiscal reporting, and conduct of business shall be January 1 to December 31.

2.5 Loss of Membership.

By January 15 of each year, the Membership Committee will review the names of members and institutional representatives whose dues remain unpaid and, will institute actions before March, to contact each identified individual to request them to renew. The names of members whose dues remain unpaid beyond March 1 of any fiscal year shall be subject to removal from the membership list.

ARTICLE III – EXECUTIVE BOARD

3.1 General.

The activities and affairs of TSAHP shall be conducted by the Executive Board.

3.2 Composition.

The Executive Board shall consist of the elected officers of TSAHP: President, President-Elect, Immediate Past-President, Vice-President, Secretary, Treasurer, and three Members-at-Large. The President of TSAHP shall serve as Chair of the Executive Board.

3.3 Vacancies.

Vacancies shall be filled by appointment by the President with the approval of the Executive Board. A person filling a vacancy shall serve until the expiration of the term of the original elected Executive Board member.

3.4 Meetings.

At least two meetings of the Executive Board shall be held annually. One meeting shall be held each fall, generally in conjunction with the Annual Professional Conference. Other meetings may be called by the President or by written request of three members of the Executive Board. Written or electronic (e-mail) notice of any meeting shall be provided to each Board member at least seven (7) days in advance, unless waived by majority agreement of the Board. Meetings shall be held at a location designated by the President, or by majority agreement of the Board membership.

3.5 Quorum.

The presence of a simple majority of the members of the Executive Board shall constitute a quorum at all meetings.

3.6 Voting.

Each Executive Board member shall be entitled to one vote. Action shall be taken at any meeting of the Executive Board by a simple majority vote of the Board members present. In extenuating circumstances, Board action may be taken between regularly scheduled meetings by a simple majority vote of the Board. In all cases, voting may be conducted electronically.

ARTICLE IV – EXECUTIVE BOARD MEMBERSHIP

4.1 Officers.

The elected officers of TSAHP shall be a President, President-Elect, Immediate Past-President, Vice-President, Secretary, and Treasurer. The President-Elect shall automatically succeed to the Presidency.

4.2 President.

The President shall have general charge of the affairs of TSAHP, preside at all meetings of the Executive Board and at business meetings of the membership, be an ex-officio member of all committees, and perform all duties normally incident to that office.

4.3 President-Elect.

The President-elect shall, in the absence or incapacity of the president, perform all acts pertaining to the office of the President, perform all other duties normally incident to that office, carry out special projects as requested by the President, and succeed as President following a one- year term as President-Elect.

4.4 Immediate Past-President.

The Immediate Past-President shall be an advisor to the President and Board, with special responsibility to monitor the activities of TSAHP to ensure that they are in accordance with the Bylaws of the Society. The Immediate Past-President shall serve as Policy Advisory Committee Chair when required; and carry out other responsibilities as designated by the President or the Executive Board.

4.5 Vice-President.

The Vice-President shall, in the absence of the President and President-Elect, preside at meetings of the Executive Board and at the business meetings of the membership; and carry out other responsibilities as designated by the President or Executive Board.

4.6 Secretary.

The Secretary shall maintain the records of TSAHP, the minutes of the Executive Board meetings, all TSAHP business meetings; maintain all TSAHP correspondence; prepare and send notices of all meetings; and serve as Membership Committee Chair whose responsibilities include preparing membership lists and directories, preparing and mailing dues

notices and receiving annual dues, and performing all other duties normally incident to that office. The Executive Director and/or an additional TSAHP member may be assigned by the President or Executive Board to assist or assume some of these responsibilities.

4.7 Treasurer.

The Treasurer shall be responsible for the monies of TSAHP; serve as Budget Committee Chair; oversee relevant activities including accounting of all receipts and expenditures, making arrangements for official signatures on checks by persons designated by the Board, paying all bills of TSAHP, depositing all funds of TSAHP into checking accounts, and, when practical, into interest-bearing savings accounts; prepare and make regular fiscal reports at meetings; implement the annual budget as approved by the Executive Board; and perform all other duties normal to that office.

4.8 Members-at-Large.

Members-at-Large shall participate actively in meetings of the Executive Board, advise the President on TSAHP business; assume such other duties as designated by the President or by the action of the Executive Board; and serve as Chairs of the Student Awards, Research, and Nominations and Elections Committees.

ARTICLE V – NOMINATIONS AND ELECTIONS

5.1 Years of Elections and Terms of Office.

The President-Elect shall be elected each year for a one-year term and succeed the Presidency for a one-year term. The Secretary and two (2) Members-at-Large shall be elected in each odd-numbered year for two-year terms. The Vice-President, Treasurer, and one (1) Member-at-Large shall be elected in each even-numbered year for two-year terms.

5.2 Types of Ballots and time of Elections.

Elections shall be conducted by mail or electronic ballot from a slate of candidates prepared and disseminated to the membership by the Nominations and Elections Committee, at least thirty (30) days prior to the Annual Business Meeting, normally held in conjunction with the Annual Professional Conference.

5.3 Nominees.

The ballots shall contain name(s) for each office.

5.4 Voting.

Election shall be determined by a simple majority of affirmative votes cast by the membership on ballots returned or a plurality when there are more than two candidates for any office. A tied vote shall be decided by lot.

5.5 Start of Term of Office.

All terms of office shall begin at the conclusion of the Annual Professional Conference and end at the conclusion of the Annual Professional Conference the following year (for the President, President-Elect, and Immediate Past-President) or two years later (for the Vice-President, Secretary, Treasurer, and Member(s)-at-Large).

5.6 Eligibility Limitations.

No officer shall serve more than two (2) consecutive terms in the same office, nor be eligible to serve in that office again for at least two (2) years.

ARTICLE VI – ASSOCIATION MEETINGS

6.1 Annual Business Meeting.

The Annual Business Meeting of the Membership shall take place at the Annual Professional Conference of TSAHP.

The active members present and voting shall constitute a quorum for the conduct of business at the Annual Business Meeting.

6.2 Annual Professional Conference.

The Annual Professional Conference of TSAHP shall be held in the fall of the year at the time and place designated by the Executive Board. Notice thereof shall be sent to all members not less than sixty (60) days prior to the date of the Conference.

6.3 Other Meetings.

Additional meetings, seminars, and workshops shall be scheduled as necessary at the discretion of the President with the advice and consent of the Executive Board or at the written request of twenty (20) or more voting members.

ARTICLE VII – COMMITTEES

7.1 Standing Committees.

The following shall be the standing committees of TSAHP: Program Committee, Student Award Committee, Research Committee, Nominations and Elections Committee, and Distinguished Service Award Committee.

7.11 Program Committee. Membership on this committee, including the Chair, will be appointed by the President in consultation with the Executive Board. Duties shall include, but are not limited to establish the theme and format for the Annual Professional Conference in consultation with the President and Executive Board; appoint committees necessary to plan and implement programs, including a local arrangements committee to arrange for speakers and symposia; submit the program format to the Executive Director not later than sixty (60) days prior to the Conference for notification to the membership; and perform such other activities as necessary for program implementation.

7.12 Student Award Committee. Membership on this committee shall include an Executive Board Member-at Large as Chair with other members appointed by the President with consultation with the Executive Board. Duties shall include, but are not limited to soliciting nominations and selecting students for TSAHP Student Awards according to criteria established by the Executive Board.

7.13 Research Committee. Membership on this committee shall include an Executive Board Member-at-Large as Chair with other members appointed by the President with consultation with the Executive Board. Duties shall include, but are not limited to soliciting applications from TSAHP members and selecting awardees for TSAHP Research Awards according to criteria established by the Executive Board.

7.14 Nominations and Elections Committee. Membership on this committee shall include an Executive Board Member-at-Large as Chair with other members appointed by the President with consultation with the Executive Board. Duties shall include, but are not limited to prepare and post (mail or electronic) a slate of candidates that includes biographical sketches for each office specified for election.

7.15 Distinguished Service Award. Annually, nominations are received from the TSAHP membership for the Distinguished Service Award, designed to honor members who are recognized as leaders in health professions at the local, state or national level. Criteria for this award include: (a) at least five (5) years as a member of TSAHP and (b) evidence of sustained service to the health professions community at the local, state, and/or national level. A committee made up of at least three (3) members will select the recipient of the Distinguished Service Award. The Chair of the selection committee will be the award recipient of the previous year, if available to serve, or the President will select the Chair. The Chair will select the other members of the committee.

7.2 Special Committees.

The President, in collaboration with the Executive Board, may appoint Special Committees as necessary to achieve TSAHP objectives including the appointment of the following special committees: Policy Advisory Committee, Membership Committee, and Budget Committee.

7.21 Policy Advisory Committee. Membership on this committee shall include the Immediate Past-President as Chair with other members appointed by the President with consultation with the Executive Board. Duties shall include, but are not limited to annual review of the Bylaws of TSAHP, recommendation of necessary adjustments, and preparation of appropriate amendments; review the TSAHP structure and propose changes as appropriate; review and recommend new activities or ventures for TSAHP; and oversee the update and maintenance of the TSAHP website in consultation with the Executive Director.

7.22 Membership Committee. Membership of this committee shall include the Secretary as Chair with other members appointed by the President with consultation with the Executive Board. In collaboration with the Executive Director, duties shall include, but are not limited to maintain an accurate, current listing of members by category of membership; provide for the publication and distribution of a current, accurate membership directory (in

hard copy or electronically); provide membership applications to members and applicants, as needed; attempt to contact members and institutional representatives whose annual dues are delinquent to request renewal; and conduct activities that will promote membership in TSAHP.

7.23 Budget Committee. Members of this committee shall include the Treasurer as Chair with other members appointed by the President with consultation with the Executive Board. Duties shall include, but are not limited topreparing and submitting an annual budget to the Executive Board at its first business meeting following the Annual Professional Conference, ensuring that the financial responsibilities of TSAHP are discharged properly, and exploring sound investments for consideration by the Executive Board.

7.24 Student Leadership Development Committee. Membership on this committee shall consist of two active TSAHP members. Duties shall include, but are not limited to emailing program applications to TSAHP university Deans for distribution to students a month in advance of the deadline; reviewing applications promptly; notifying applicants of acceptance/rejection; facilitating 6 (six) one-hour (1 hour) virtual meetings (February-April, June-August) and hosting students at the September in-person meeting; sending out surveys to obtain session feedback after each virtual meeting; developing activities, questions, and student discussions based on the textbook chapters for interaction during the virtual meetings; reminding students to send textbook receipts to the Executive Director and join as a student member; and updating the TSAHP Board on the cohort's progress.

7.3 Committee Requirements.

The Chairs of all standing and special committees shall prepare reports for the Annual Business Meeting, to be submitted to the President at least (10) days prior to said meeting, and at such other times as requested by the President.

ARTICLE VIII- EXECUTIVE DIRECTOR

8.1 Executive Director

At its discretion, the Executive Board may vote to retain an Executive Director to help carry out routine functions of TSAHP and the Executive Board. The Executive Director may be paid an honorarium, set by the Executive Board, and may be reappointed annually by a simple majority vote of the Executive Board.

ARTICLE IX – TSAHP WEBSITE

9.1 TSAHP Website

The TSAHP Board will be responsible to establish and maintain an official website for the Society. The website address shall be 'www.tsahp.org' and will be hosted with a provider approved by the Board. The TSAHP website will serve as the major repository of information concerning the history and all current activities of the Society. At its discretion, the Board may appoint and pay a webmaster to maintain the website.

ARTICLE X – AMENDMENTS

10.1 Amendments.

The Immediate Past President will ensure that these Bylaws shall be reviewed annually. They may be amended or repealed by the affirmative vote of two-thirds of the Membership present and voting at the Annual Business Meeting, provided that the Secretary shall give at least thirty (30) days written notice of the proposed amendment(s) to the membership, unless waived by two-thirds majority of the members present and voting at the Annual Business Meeting.

ARTICLE XI – MEETING RULES

11.1 Meeting Rules.

The rules contained in Robert's Rules of Order revised shall govern meetings of TSAHP and the Executive Board in all cases to which they are applicable and in which they are not otherwise inconsistent with any applicable statute of these Bylaws.

ARTICLE XII – DISSOLUTION

12.1 Dissolution.

A motion to dissolve TSAHP requires written notification, at least sixty (60) days prior to the Annual Business Meeting. A motion to dissolve TSAHP must be supported, in writing, by not less than ten (10) members in good standing and eligible to vote.

In the event of a duly constituted motion to dissolve TSAHP, a ballot will be mailed (or emailed) to each member in good standing and eligible to vote, at least twenty (20) days before the next Annual Business Meeting. A successful motion to dissolve TSAHP will require a two-thirds majority of all eligible members of the Society. The results of such a ballot will be announced at the Annual Business Meeting.

In the event of the dissolution of TSAHP, the Treasurer shall, after paying debts and obligations, transfer the net assets to a charitable organization or organizations chosen by a simple majority of the Membership.

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